

# Whatawhata School

## Parent and Enrolment Guide 2019



## Transitioning your child to school

We realise that starting school can be a new and unknown experience for you and your child. Use this guide to help make it easy!

### Enrolment (the paperwork) - up to 12 months before

Contact the office, confirm your enrolment and that you are in zone

Complete and provide the paperwork we need:

- Enrolment form and additional school forms (enclosed)
- Birth certificate OR Passport (if this is their first school)
- Plunket book or immunisation certificate
- Evidence of your permanent address
- Any medical requirements or support plans (if applicable)
- Any family information / orders (if applicable)
- After school care enrolment form (if needed). Note, you may need to go on the waiting list

### Getting to know the school and your child's teachers - up to a term before

Arrange for a short tour of the school, visit to your child's classroom, meet the principal and admin staff

Book in a time to meet your child's teaching team. Share any important information at this time and bring along their last school report and other important information if you have any

If your child is starting school for the first time, we'll explain the transition to school processes

Read this school guide!

Is your child on the bus routes? We will share information about bus times and expectations

Confirm the date for the mihi whakatau (welcoming)

Check out the menu for school lunches and how to order

Ask and answer any other questions you may have

### Getting ready

Install the SkoolBag app (see the instructions of how to do this) and subscribe to your child's groups. All our communication comes through SkoolBag.

"Like" our Facebook page "Whatawhata School"

Organise your child's uniform from Direct Group (see the enclosed information). In terms 1 and 4 you'll need a sunhat too. Label everything as big and clearly as possible - you can even get names printed on them

Organise your child's stationery (see the list provided or buy from school)

### On the day

Come to the office around 8.15am. Your child's teacher(s) will greet you and take you to the classroom

You're welcome to stay and see your child settle in. When ready, say your goodbyes and we'll take care of them

Your child will be given a buddy to look after them. The buddy will give them a tour and induction of all the important things they need to know.

At the end of the day it's always a good idea to check in with the teachers to see how their day went. Simply pop into their classroom to find out.

### Key information

Your child's class is: \_\_\_\_\_

Meet the teacher date and time: \_\_\_\_\_

Start date: \_\_\_\_\_

Visit dates: \_\_\_\_\_

Mihi whakatau date: \_\_\_\_\_

## Welcome to Whatawhata School

Nau mai, haere mai. We are a small rural school of around 285 children just outside Hamilton at the heart of the Whatawhata Community. Our Vision is *To Grow, To Achieve, To Care*. We look to develop the whole child, empowering them to succeed in learning and life. What this looks like is captured in our Guiding Principles.

Our school curriculum is built around this vision, where we support children to enjoy learning the knowledge, skills, principles and values that help them to meet all the different challenges and opportunities that life brings.

Our staff are committed to providing the best education for all our learners. Our size and collaborative focus mean we are able to develop an in-depth knowledge of their interests, strengths and needs which allows us to shape our programmes accordingly.

Many describe our school as like “a big family”. Children develop into community members who ensure that, young and old, we all care for, support and value each other. We enjoy close relationships with our families, whaanau and the wider community.

Over the last few years the school has invested heavily in modernising the classrooms, learning resources and environment. We will soon be adding 4 more classrooms and completing major upgrades of two more of our spaces. We enjoy an exciting, modern learning and play environment.

The school is currently enjoying significant growth. However, we are committed to valuing and maintaining the unique opportunities and values of small and rural school learning.

I hope the information contained here provides all you need to fully understand the school. If you have any further queries, please don't hesitate to contact me.



Matt Stockton  
**Principal**

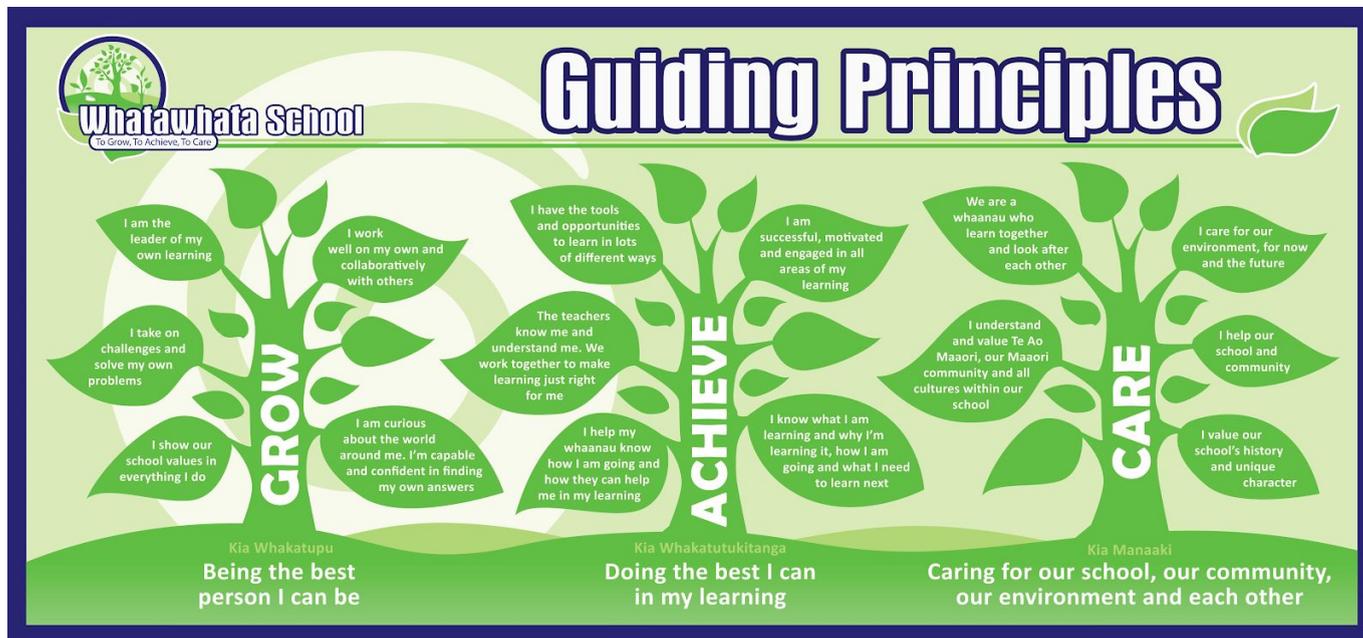


## Our Vision

Our Vision is "To Grow, To Achieve, To Care."

## Our Guiding Principles

Our Guiding Principles, created by our whole community and revised every three years, explain what this vision means to us and what we strive to achieve:



## The Whatawhata School Curriculum

We bring our Guiding Principles to life through our school curriculum. Our curriculum is designed to support our children holistically to help them grow not just academically but socially, emotionally, physically and culturally too. Here's more about what our curriculum looks like

**Collaborative teaching, collaborative learning:** We work collaboratively as teachers and learners and all our teams learn in collaborative learning environments. This means we talk about how all the learners in school are going, discuss how we can better meet their needs, develop plans for action together and work together in different ways. Flexibility of staff helps teams use different teaching approaches with classes, individuals and groups of learners.

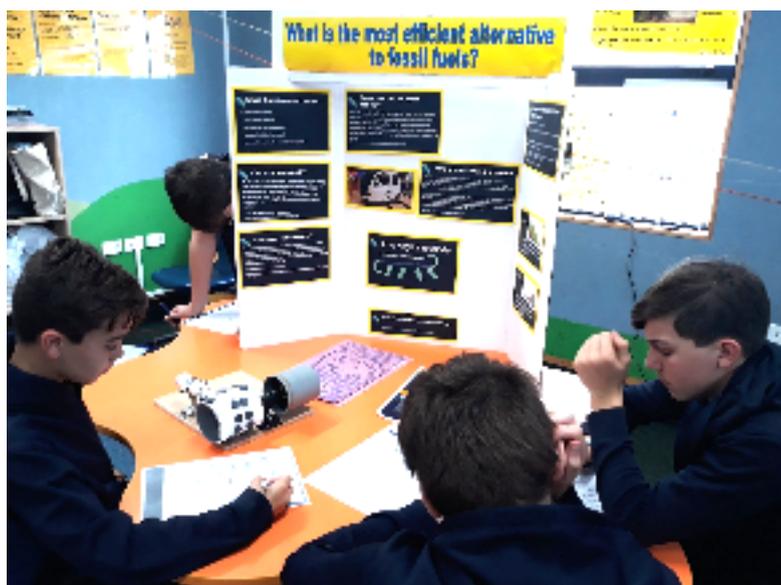
**Building Blocks for Literacy:** There are a whole range of essential skills and understandings that children need as a solid base for the foundation skills for reading, writing and maths. We call these the building blocks for literacy. They are in five areas: talking, listening, looking, print and moving. The main focus in our new entrant classes are on developing these so that children can then be successful in all other areas.

**Essential learning:** Once the building blocks are in place we can focus on daily learning in reading, writing and maths. These learning areas then provide the building blocks for learning in all other areas.

Learners and teachers use our learning mountains to understand what they are learning, what they need to work on next, what they need to learn and the progress they are making.

**Discovery learning:** We teach the other learning areas through our discovery learning approach, learning through real-world contexts and problems using discovery, enquiry and exploration. The aim is to make learning deep, meaningful, relevant, challenging, hands-on - and lots of fun!

**PB4L and our values:** Positive Behaviour for Learning (PB4L) supports us to develop and embrace a school-wide focus on promoting positive behaviour and creating inclusive learning



environments. PB4L is built on the principles that behaviour can be learnt and that environments, systems and practices can be changed to encourage and develop positive behaviours in all children. PB4L also helps strengthen relationships, and increase student wellbeing by creating caring, inclusive learning environments. Research shows that such environments have positive effects on children's and students' behaviour, resilience, learning, and achievement.

**Our school values** capture what we want to grow in our learners. At Whatawhata School we are Kind, Adventurous, Responsible and United. Children spend time every day learning about these values, what they look like around our school and how we can all show them.



**Spirals of Inquiry** are a focused team-based approach to improving wellbeing and, as a result, success of our priority learners. These are the children we recognise as most needing additional support. We spend considerable time understanding these children's holistic development, strengths and needs. From this knowledge we learn more about what works, trial things, then design programmes that are most likely to help them. We regularly share our Spirals journeys so we can share ideas and offer support.

**Physical activity and adventure.** Children complete regular energizers through the day to refresh brains

ready for learning and they enjoy learning a range of physical activities. We have created an environment that encourages adventure and creative play. Children enjoy different outdoor education experiences that provide exciting and challenging opportunities. Our older students compete against other local schools in a wide range of sports.

**Additional needs support:** The school invests significantly in staff, training and resources to support children with additional needs. This helps us to create programmes and use approaches that can better support these children and their classmates.

**Play based learning:** Play-based learning is a part of some classes here. It is not "free play" but rather combines open-ended experiences, child-directed initiatives and teacher guided activities. Research strongly supports this mix as being most effective in engaging and developing children's focus and learning skills.

**Te Ao Maaori** and everyday classroom programmes are how we help all our children understand and enjoy Maaori culture, te reo, arts, stories and activities. Each year we spend time at our local marae, Te Papa-o-Rotu, learning more of its importance, tikanga, stories and whakapapa.

**Digital technologies:** We use technology as a tool for learning. We use a range of iPads, Chromebooks, tablets and laptops and use different applications within classes to support, engage and challenge learners. With this formally becoming a new part of the NZ Curriculum from 2020 we will spend increasing time on this area.

**Learner agency:** We want our learners to understand and be in control of their own learning. As they move through the school, children develop ever more sophisticated ways to know, understand and reflect on what they are learning, how this helps them, how they can be successful and the progress they are making. Our children also take on a range of leadership roles in classes and for the whole school.

**Enviroschools:** As a proud Enviroschool and Para Kore school we support our children to learn about important environmental practices and issues. We do this through them being actively involved in maintaining and improving our school environment and identifying and implementing ways we can live and work more sustainably both at school and in life.



## Our classes and teaching teams

We are a collaborative learning school with all children supported in one of five learning teams.



**Te Kaakano (Seeds):** Our newest learners in their first steps of learning

Te Kaakano is our original collaborative learning space and the home for all children starting school here. We are also using the single classroom Te Kaakano Rua in the middle of the school as part of Te Kaakano. The class started 2019 with around 30 Year 1 children and is growing as new children arrive.

Children are supported by the team below:

**Rachel McNutt**  
Team leader



**Chris Mahon**  
Teacher



**Mladenka Galloway**  
Teacher



**Maggie Hubbard**  
Teacher



**Steph Lidington**  
Learning assistant



**Te Pihinga (Seedlings):** Our younger learners who are really starting to grow in their range of learning strategies and knowledge.

Te Pihinga is in our awesome three-zoned learning space with the best view and facilities in the school! The team consists of around 65 Year 2 and 3 children.

Children are supported by the team below:

**Tanith Gordon**  
Team leader



**Rebecca Locker**  
Teacher



**Chris Robertson**  
Teacher



**Nicola Inder**  
Teacher



**Stacey Jenkins**  
Class LSA



**Te Mahuri (Saplings):** Our younger learners continuing to expand and apply their knowledge and strategies.

Te Mahuri is to be found in our Learning Centre space this year. We have invested in lots of new furniture and equipment to help turn this space into an exciting new learning environment. The team consists of around 55 Year 3 and 4 children.

Children are supported by the team below:

**Amy Lake**  
Team leader



**Trea Corr**  
Teacher



**Eddie Martinez**  
Teacher



**Sue Lawless**  
Class LSA





**Te Kaho (Young trees):** Our middle years learners who are becoming confident in using what they know as tools for new learning

Te Kaho can be found in our original 1920s rimu school buildings - though thanks to our upgrades it looks a little different these days! The class consists of around 55 children from Years 4 and 5. Children are supported by three teachers and a teacher aide. The class consists of around 55 children from Years 5 and 6. Children are supported by the team below:

**SJ McLachlan**  
Team leader

**Aimee Glenie**  
Teacher

**Alan Snell**  
Class LSA



Sarah Jayne McLachlan

Aimee Glenie



**Te Raakau (Trees):** Our oldest learners who are applying, evaluating and challenging their own learning to develop independence and self-direction.

Te Raakau is our built for purpose collaborative space which is especially designed for our older learners' needs. It consists of around 50 children from Years 6 to 8. Children are supported by the team below:

**Lacrice Petaera**  
Team leader

**Kate McGregor**  
Teacher

**Nikki Stirling**  
Teacher

**Warren Wood**  
Class LSA



## Our leadership, administration and support staff

Our leadership and support staff keep the school running smoothly. Here's who they are:

**Matt Stockton**  
Principal

**Laurel Benn**  
Deputy Principal

**Amy Lake**  
Deputy Principal

**Warren Wood**  
ASC Manager

**Bree Svenson**  
Office Manager



**Christine Foster**  
People Manager

**Neil Svenson**  
Caretaker

**Michael Fawcett**  
Release / tech teacher

**Renee Hetherington**  
Targeted LSA

**Bex Weerasinghe**  
Targeted LSA



## General school information

Below you will find a range of information about school. The school website contains more details about many of these things. Please contact the office if you need any further information.

**Absences:** If your child is absent from school you must contact the school as soon as possible - see below for how.

**After School Care:** After School Care (ASC) is available for all confirmed children every day between 2.30 and 5.30pm. It can be found in the Te Mahuri learning space. Contact the ASC manager, Warren Wood, if you are interested in using this service: [warrenw@whatawhata.school.nz](mailto:warrenw@whatawhata.school.nz) or call

**Assemblies:** We will hold a full school assembly every other Friday morning at 8.45am. Dates are on the school calendar

**Bus:** There are two school buses that provide transport to and from school. If you are over 3.2km from school, you are entitled to bus transport or a travel subsidy. Contact the office for all information.

**Complaints and concerns:** If you have any concerns about your child, please contact your child's teacher. If concerns are of a more general nature or you feel a concern about your child has not been addressed properly, please contact Matt. In the event that things still haven't been resolved then you may have a formal complaint that will need to be addressed by the Board of Trustees. See our website for full details.

**Contacting us:** See the back page for all the ways you can communicate with the school and vice versa.

**Dates and events:** Our school dates are all published on our calendar. See this via our website or SkoolBag. You can add "calendar@whatawhata.school.nz" to your own calendar too.

**Digital devices and cyber safety:** The school has a large number of digital devices. Some classes encourage children to bring digital devices though this is not compulsory. They will advise you of this. Children are responsible for the safety of their own devices. Devices remain in classrooms during break times. Any devices that connect through our network, whether personal or school-owned, are filtered. Learning about online safety is part of our digital technologies learning.

**Eating:** Children are encouraged to bring healthy food and are not allowed lollies, sugary drinks or take-aways at school. We are a para kore - zero waste school so ask that lunch boxes are litter-free. Children are required to take all their lunch waste home although food scraps containers are available. A range of healthy hot and cold lunches, provided by The Village Café, can be ordered daily at the office. School milk is provided free to all Year 1 to 6.

**Hats:** All students need a bucket style hat in terms 1 and 4. They are not able to play outside without one. Any bucket hat will do but school logo hats are available from Direct Group. Sunscreen is available for children to use.

**Hours:** The school operates the following schedule:

8.00 - 8.30 Children can arrive	8.30 - 10.30 Learning time	10.30 - 11.00 Play then eating time
11.00 - 12.15 Learning time	12.15 - 1.15 Play then eating time	1.15 - 2.30 Learning time

**Invoices and accounts:** The school sends out statements monthly by email. These need to be paid within 14 days. Payments can be made by cash, EFTPOS, Edge payment or direct credit . See website for all information.

**Late arrivals and leaving early:** If your child is late, please ensure they report to the office before going to class. If your child needs to leave before 2.30pm, you need to come to the office to sign them out.

**Lost property:** Our school generates a huge amount of lost property. Please ensure your child's clothes and belongings are named. Lost property is placed into big bins by Te Mahuri.

**Mihi whakatau:** This is our welcome for all new children and their families. They are held on the first Friday of each term (weather permitting). The first one of this year is on Friday 8th February. If you are new to the school please come along at 1.30pm to be officially welcomed!

**Parking and road safety:** Everyone needs to follow the parking and road safety plan to keep our children safe. This can be found in this guide.



**School donation:** This donation is added to accounts termly as an entirely optional request for payment. It is used to provide extra items that we otherwise could not afford. We really appreciate any payments of this donation. In 2019 all donations will go towards creating a lovely outside reading / library / quiet space by the Learning Centre.



**School news and information sharing:** See the back page for all the ways we communicate with each other.

The office is your first port of call for any general information and finance. Your child's teachers are your go to for any class or learning information.

**Sickness or injury at school:** If your child becomes sick or gets hurt they will be taken care of as the trained first aid staff believe best. This may include administering non-prescription medicines like Pamol if you've signed the permission form. Prescription medicine can only be administered with written permission provided to the office. If your child has been unwell, needs special care or has been given medication let the office know so we can continue to support them in school. In severe cases, we

will contact you to collect your child from school. In emergencies, emergency services may be contacted first.

**Sports:** The school co-ordinates a range of out of school sports teams for children. These are entirely managed and run by parent volunteers. Keep an eye on SkoolBag for announcements for these. Any fees payable for these are organised directly by the parent volunteers.

**Stationery:** Every child needs a particular range of stationery for learning. This needs to be purchased by 13th February 2019. This can be purchased in the following ways:

- Purchase online at <https://www.myschool.co.nz/> and enter Whatawhata in the school name box. We strongly encourage this option for ease for you and the school
- Call in to the school office to purchase a stationery pack and pay via cash, cheque or EFTPOS
- Buy it yourself using the list for your class which is enclosed - please buy exactly what is on the list.

If your child requests extra stationery from the office through the year this will be given to them immediately and charged to your account.

**Swimming:** Children swim almost every day in term one and at the end of term four. Please send togs and towels daily and name everything!

**Staff:** Your child works primarily with the staff outlined on pages 6 and 7. Teachers may be out of class for up to 5 days of learning or administrative release each term or when sick. Relief teachers support your child when this happens. They may either follow the class programme or run their own.

**Trips and visits:** The school builds a number of learning opportunities away from the school into its programmes.

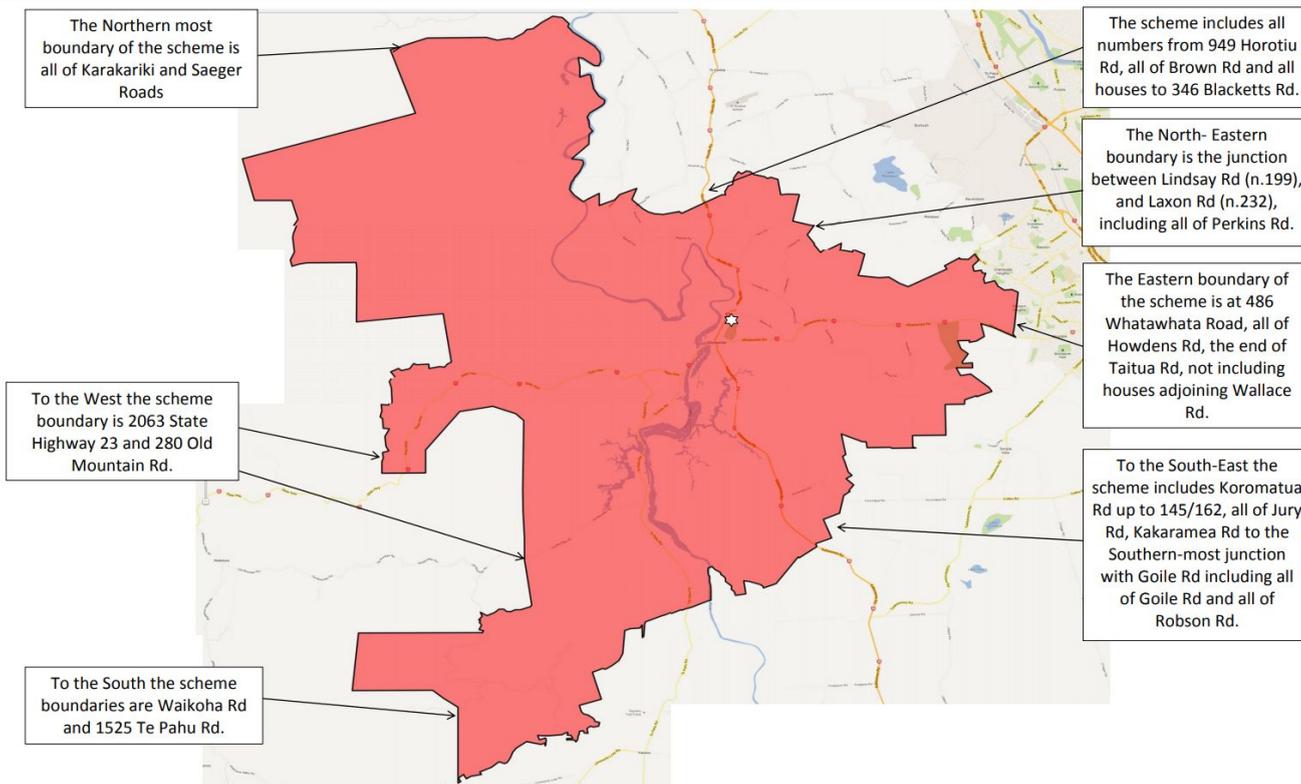
These provide new learning contexts and challenges for our students. One permission slip completed at the time of enrolment covers all trips. All information is sent to you at least 4 weeks before an event. There is a cost involved in many of these which parents are required to pay.

**Uniform:** Children are required to wear the school uniform every day. It consists of a school shirt, fleece or hoodie, and plain navy blue shorts, skirt, tights or pants. Shoes are optional. All items can be purchased from Direct Group, though bottoms can also be purchased elsewhere. We encourage you to put a spare change of clothes in bags if your child likes getting mucky!



## Our school zone

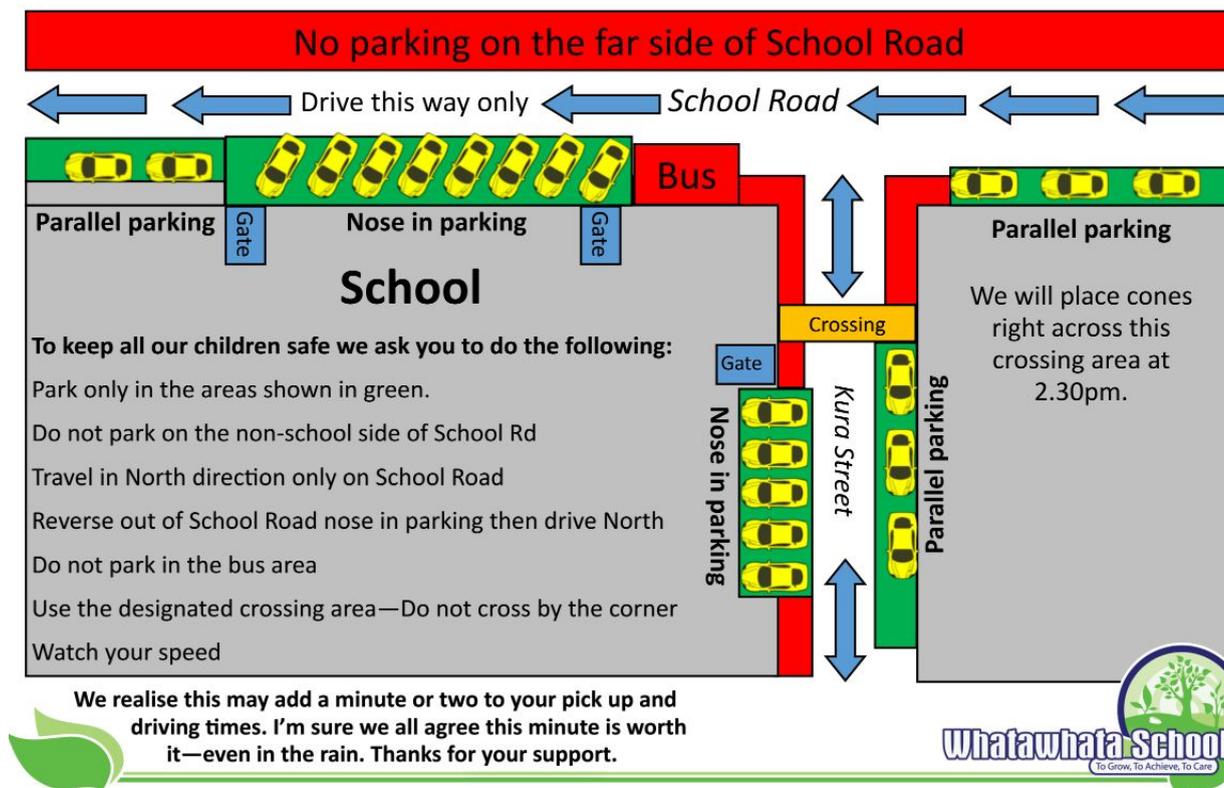
We only accept enrolments for children who are in our school zone. Our zone can be seen below



You can use this tool to check if you are in zone: <https://nzschools.tki.org.nz/>. Enter Whatawhata School as the school then click address and enter your address. Click show/hide enrolment zone. Or just ask us!

## Car parking and road safety

Follow the plan below to keep all our children safe



## Ways we communicate

We send all school communication home digitally where we possibly can. We use the following platforms:

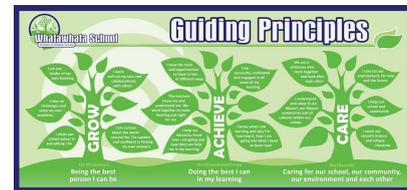


**Skoolbag** is where all information, news, notices, reminders and the like are pushed out to you from. It also easily allows you to share information like absences, bus messages and change of details with us using eForms.



Find us on:  
**facebook**

**Facebook** is where we celebrate learning and showcase the great things our learners and teachers are doing. Find us at [www.facebook.com/whatawhataschool](http://www.facebook.com/whatawhataschool).



**The website** is the official first stop for general information about the school, especially for new and prospective parents. Find us at [www.whatawhata.school.nz](http://www.whatawhata.school.nz).



**Calendar:** If you use GMail or similar you can add our school calendar to ensure you're up to speed with what's going on. Simply add [calendar@whatawhata.school.nz](mailto:calendar@whatawhata.school.nz)



**Email:** We use standardised emails here. They use the staff member's first name and surname initial e.g.: [matts@whatawhata.school.nz](mailto:matts@whatawhata.school.nz). Our office is [office@whatawhata.school.nz](mailto:office@whatawhata.school.nz)



**Phone and SMS:** You can contact us by phone on 07 829 8820 or via SMS to 022 167 1290

## 5 Easy Steps to Staying Informed

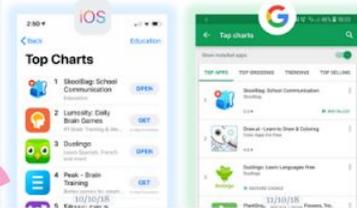


SkoolBag is the easiest way to stay up-to-date with school events, last minute notices, newsletters and all your school's communications.

### 1. Download SkoolBag

Search SkoolBag in the Apple App or Google Play Store, download the FREE app:

SkoolBag: School Communication



### 2. Create an Account

Follow the prompts to create your account in seconds.

### 3. Add your School

Type your school's name and press enter. Tap the plus icon to add.



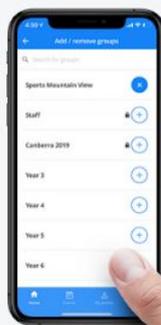
### 4. Allow Notifications

Ensure you Allow SkoolBag to send you push notifications when prompted.

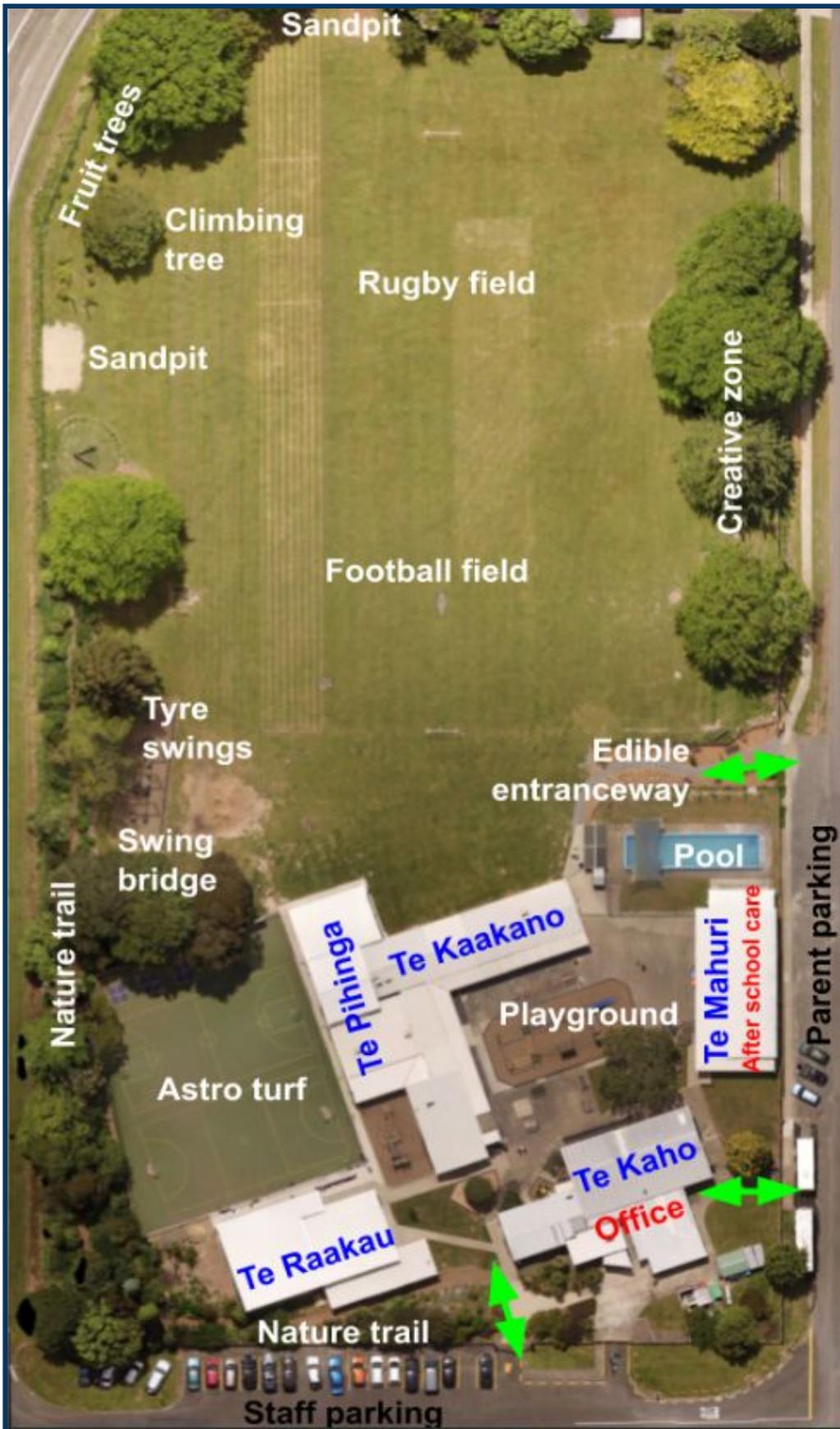


### 5. Subscribe to Groups

Select Year Groups / Sports Teams to appear in your feed.



# Map of Whatawhata School



**Whatawhata School**

To Grow, To Achieve, To Care